

**11/05/2013**  
**EA and CFS ALERT MESSAGES**

The following is a list of the Alert messages that are currently being generated by N-FOCUS. Refer to the Help Text if the alert message is not self-explanatory. The Work Task Created section indicates when the Alert will create a Work Task for a UC case and if the Work Task would be created as a Priority.

ALERT TYPE	ALERT MESSAGE	ALERT FOR UC	WORK TASK CREATED				HELP TEXT	ALERT RECIPIENT
Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
AGE								
Pregnancy Overdue Alert #250	Verify Status of pregnancy for [Mom’s Name] edd [edd date].	X			X		The unborn child is overdue, verify status of pregnancy.	Worker(s) assigned to the program case.
Third Trimester Alert #251	[Mom’s Name] 3 <sup>rd</sup> trimester begins [Month/Year], edd is [edd Date].	X			X		Pregnant woman in an ADC program case is in her third trimester of pregnancy can add the unborn child to the ADC grant case beginning with the first day of the 3 <sup>rd</sup> trimester.  Pregnant mom is in an active CFS case; add maintenance of ward’s child for the unborn if appropriate.	Worker(s) assigned to the program case.
Age Change Alert #248	[Name] will turn [Age] on [DOB], is participant in [program case type].	X			X		12 wks: Review EF participation for Mom of 12 week old child, Mom should participate with EF half time.  18 mos: Child Care rate change at 18 months {toddler}.	Worker(s) assigned to the program case.

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							<p>3 years: Child Care rate change at 3 years {pre-school}.</p> <p>5 years: Child turning 5 years, school age child care rates are needed only if the child attends school. {school age}</p> <p>6 years: Child in CFS or JC case that is still in an out of home placement must update payment determination.</p> <p>Review EF participations. Participation should be full time with EF.</p> <p>12 years: Child in CFS or JC case that is still in out of home placement, must update payment determination.</p> <p>13 years: Child Care – if 13 years old child does not have special needs they are no longer eligible for child care.</p> <p>18 years: Parent's income is no longer considered for an AABD child, the 18 year old can have their own MED case.</p>	

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							<p>18 year old in SA, SA/MED, MED/SA, SG, SG/MED, CFS, JC and MED/SG. Must verify school enrollment or attendance or programs designed to remove barriers of employment or youth is incapable either physically or mentally of any schooling or employment prior to their 18<sup>th</sup> birthday.</p> <p>19 years: Child Care – if special needs child is 19 years old they are no longer eligible for child care.</p> <p>19 year old in SAM or Kids Connection program, consider eligibility for another program.</p> <p>19 year old in ADC program is no longer possibly eligible as a dependent child after the month of their 19<sup>th</sup> birthday, other program should be considered.</p> <p>19 year old in RIB program with status of continuously eligible, must rerun budget as a 19 year old is no longer continuously eligible.</p> <p>For SA, SA/MED, MED/SA, SG, SG/MED, MED/SG, CFS, IL or JC programs, a 19 year old is eligible</p>	

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							<p>through the month of their birthday. Need to close case, close PALS referral and prepare Former Ward Contract.</p> <p>19 year old in DDSC program - guardianship status and financial responsibility may change</p> <p>21 years old in FW program is eligible through the month of their birthday.</p> <p>21 year old in CDD program - eligibility must be reviewed.</p> <p>60 years: For SNAP/FSP the 60 year old is now exempt from Work Registration and eligible for unlimited shelter and medical deductions.</p> <p>65 years: A 65 year old in AABD related AABD is moved to the Aged program.</p> <p>For EF, a 65 year old is placed in the non-time limited benefit group</p>	

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Verify School Attend Alert #249	[Name] turned [Age] on [DOB], is participant in [program case type]. Must verify school attendance to determine if EF mandatory or if income should be in budget.	X			X		<p>16 years: For ADC must verify school attendance to determine if 16 year old is EF mandatory or if 16 year old's income should count in the budget.</p> <p>17 years: For ADC must verify school attendance to determine if 17 year old is EF mandatory or if 17 year old's income should count in the budget.</p> <p>18 years: For ADC must verify school attendance to determine if 18 year old is EF mandatory or if 18 year old's income should count in the budget.</p>	Worker(s) assigned to the ADC and EF program case.
EF Exempt Alert #330	<arp name> is exempt from EF effective the first of next month due to her pregnancy. The due date is <EDC>	X					Client is pregnant and exempt from EF in the last month of pregnancy.	Worker(s) assigned to the ADC and EF program case.
A/R	Accounts Receivable							
Pending Overpayment Alert #25	An Accounts Receivable needs to be created for	X					When the Worker receives this Alert, an Accounts Receivable needs to be established to start	Worker(s) assigned to the program case.

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	pending overpayment number [Number].						<p>recoupment.</p> <p>An Overpayment is created when the Worker finds cause to recalculate a budget for which benefits have been issued. If the recalculation results in an eligibility amount that is less than what the client received, the client was overpaid.</p> <p>Once an Overpayment is determined, an Accounts Receivable needs to be created so that NHHSS can track the collection of the money or food stamp benefits. Accounts Receivable for Eligibility Determination Overpayments are created by Workers, who determine which Overpayments should be grouped together into each account. Only Overpayments with the same Responsible Party, same Program and same Error Type can be grouped together into a single account.</p>	
Acct Receivable Paid Alert #26	A/R # [Number] has been paid in full. Determine if there is another A/R to start collection procedures on.	X					Notifies SSW that the A/R was paid in full.	Worker(s) assigned to the program case.

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Acct Receivable Paid Alert #27	A/R # [Number] been paid in full.						Notifies RD worker assigned to Service Approval that the claim overpayment has been paid in full.	Worker assigned to the Service Approval.
Acct Recvble Created Alert #28	A/R # [Number] created for ORG # [Number] [Organization Name] for \$[Accounts Receivable Amount].						Notifies RD worker assigned to Service Approval that an A/R was created for this provider.	Worker assigned to ORG.
A/R Reopened Alert #72	A/R # [Number] for [Program Case Name] has been reopened.	X					Notifies SSW that the A/R was reopened.	Worker(s) assigned to the program case.
A/R Created Alert #144	A/R #[Number] was created on [Date]. If client has not responded to set up a repayment method, process the budget to set up the standard recoupment amount.	X					Notifies ADC or AABD SSW that an A/R was created. Run Budgets to start recoupment. This alerts posts 10 days after the A/R is established.	Worker(s) assigned to the program case.

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Account Paid In Full Alert #145	A/R # [Number] was paid in full on [Date] through a cash collection. The [Benefit Month] budget needs to be processed to adjust the authorized recoupment amount.	X					The entire amount of the accounts receivable has been collected	Worker(s) assigned to the program case.
FSP A/R Created Alert #218	A/R#[Number] was created on [Date]. The budget must be processed for a recoupment to be set up on the case.	X					Notifies SNAP/FSP SSW that an A/R was created. Run budgets to start recoupment.. This alert posts immediately when A/R is created.	Worker(s) assigned to the program case.
<b>BDE</b>	<b>Bendex</b>							
	Changes in income or expenses are sent with the Consolidated Alert #259 (see INTFC Alerts)	X						
State Residence Alert #89	Another state has requested Bendex for this person. See interface for the specific state. Confirm state residence and close, if appropriate.	X		X	X		If the BDE record has a match status of CF following by the state number, another state has accreted them for ongoing bendex interface and ours has been ended.	Worker(s) assigned to the program cases where the person has an active involvement.



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Death Reported Alert #90	Death information for this person has been received. See interface for the date. Confirm death and close case.	X		X	X		Information received that person is deceased, date of death may be found in the interface, verify the death and take appropriate actions.	Worker(s) assigned to the program cases where the person has an active involvement.
Benefits Suspended Alert #324	SSA benefits were suspended for <ARP>. Review eligibility.	X					If SSA was in current-pay status and the claim is suspended, this alert will be created. This information is being provided for your information only. For certain program cases, no action may need to be taken. Review the policy rules on suspended SSA benefits before taking action.	Worker(s) assigned to the program cases where the person has an active involvement.
SSA Adjustment Alert #325	The SSA benefits have been reduced due to an overpayment or garnishment. See BDE for further info and enter the Adjust Reason in the Unearned Income task before proc budgets.	X			X		Before authorizing budgets in expert system, go to Unearned Income and add the Adjustment Reason. The Adjustment Reason will determine whether the gross or net SSA benefits should be used in the appropriate budgets.	Worker(s) assigned to the program cases where the person has an active involvement.
BUYIN	Medicare Buy In							

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Buy In Rejected Alert # 68	Submitted accretion was rejected. Medicare records indicate client is deceased. Verify deceased date. If Medicare report of death is erroneous client must contact Medicare.	X		X	X		CMS has rejected an attempt by the State to establish Buy-In for this person because their database indicates the person matching this Medicare Claim Number we submitted is deceased. Verify the status of the person. Also verify the Medicare Claim Number, in case an erroneous number was submitted that matches for another person who is deceased. If the death information is erroneous refer the person to the local Social Security Office. If the Claim Number in N-FOCUS is incorrect correct this and the system will automatically resubmit for Buy-In during the next scheduled input.	Economic Assistance case workers.
<b>CLOSE</b>	<b>Case Closing</b>							
Case Action Taken Alert # 127	[Medical Program Case] and [Waiver Case] for [Name] closed. Reactivate Waiver case if another type of medical case is pending.						Alerts the waiver worker that the Medicaid and Waiver Cases were closed for a participant.	Worker(s) assigned to the program case.

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Expedited Closing Alert #157	Expedited and/or aggregate budget. Case closed because verifications were not provided.						Alerts the SNAP/FSP worker that the SNAP/FSP Case was closed by the automated system because verifications were not provided. For review of mandatory verifications see the Food Stamp Policy Log.	Worker(s) assigned to the program case.
TCC Ending Alert #258	[CC Program Case] TCC will end on [Date]. Run budgeting in the following month.						Alerts the CC worker that the 24 months of TCC will end.	Worker(s) assigned to the program case.
IRF Not Received Alert #356	The program case was closed as no Interim Report Form was received.						This is sent to workers assigned to SNAP/FS program cases. If an IRF is received after this alert is created, the program case will need to be reopened.	Worker(s) assigned to the SNAP program case.
Continuous Elig Ends Alert #373	Medicaid case [PC Number] has at least one participant who has been continuously eligible for 6 or more months. Take appropriate action.	X			X		Continuous Eligibility for Medicaid ends. Determine Medicaid eligibility for the next month.	Worker(s) assigned to the program case.
<b>CMGMT</b>	<b>CFS Case Management</b>							

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Court Hearing Alert #161	[am/pm] [time] on [date]: Docket [number], Page [number] scheduled for court hearing.						Notifies P&S worker of upcoming Hearing.	Case manager assigned to the case.
Placement Change Alert #174	New placement information for ~child's name~						IV-E eligibility needs to be redetermined. If this is a new placement, a Service Authorization may also need to be completed.	Protection Safety worker and IM-FC.
Return 90 Days – Yes Alert #176	[Child's Name] removed from the home and the plan is to return the child in 90 days.	X					Notification to the SSW assigned to the ADC, AABD, Medicaid or SNAP/FSP program that the child was removed from the home and <b>will</b> be returning in 90 days. Worker needs to check with the Income Maintenance Foster Care Worker to determine the current status and intent of the removal. If CWIS still intends to keep the child out of the home for more than 90 days, then the worker will need to make the necessary case changes.	IM-FC, all workers involved in the MC.
Unlicensed Placement Alert #181	A child[ren] from case [Master Case Number] has been placed in the unlicensed or unapproved home of [Organization's Name].						Notification to the RD Worker to contact the provider of the unlicensed/unapproved home to determine if they are willing to become licensed.	Worker assigned to ORG.

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Plcmnt fac. on hold Alert #182	A Child(ren) from case [Master Case Number] has been placed in the home of [Organization's Name], which is on "hold".						Alert to RD Worker. A facility on HOLD means that there is concern about the safety of the children in care. Most likely there is a report of Abuse/Neglect that is being assessed.	Worker assigned to ORG.
Plcmt Out Licn Range Alert #183	A child[ren] from [Master Case #] has been placed in the home of [Organization Name] who are not licensed for this particular child.						Alert to RD Worker. The provider's license will need to be updated to reflect the age of youth they are providing care.	Worker assigned to ORG.
Overfilled Facility Alert #184	A child[ren] from case [Master Case Number] has been placed in the home of [Organization's Name] which is overfilled.						The RD Worker needs to complete an Overfill document to give to the provider approving exceeding the licensing standards. RD then may want to re-license the family so they can care for additional youth.	Worker assigned to ORG.
Emergency Care Alert #185	[Child's Name] will have been in emergency care for 15 days as of [Placement Status Begin Date]. Make plans to change placement or reunify.						PSW needs to document a plan to move the youth out of the emergency care facility.	Case worker

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Overdue Court Reviews Alert #187	Program Case [Program Case ID] is overdue for court review. Worker needs to schedule a review of the case.						Protection and Safety Worker needs to contact the county attorney or the court to get a review or permanency hearing scheduled.	Worker(s) assigned to the program case.
60 Day Placement Alert #188	[Child's Name] has been in out of home placement for 45 days, case plan is due within 15 days.						Alert to PSW's. All youth must have a case plan within 60 days of custody.	PSW and PS Supervisor
Voluntary Placement Alert #189	The Voluntary Placement Agreement for [Child's Name] will expire in 14 days.						A youth may be involved in a voluntary placement, not to exceed 180 days. Worker needs to proceed with court intervention or place the youth back home. For a youth to be Title IV-E eligible the Court must make a judicial finding within 180 days when the child was placed regarding Contrary to the Welfare/Best Interest.	PSW, IM-FC and PS Supervisor
Special Attention Alert #191	[Child's Name] is free for adoption and is not in an adoptive placement.						Worker needs to outline a strategy to get the child placed in an Adoptive Home as soon as possible.	PSW and PS Supervisor

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Close ICPC Alert #195	The ICPC compact for [Child's Name] needs to be closed because there has not been a placement within 6 months of the approval						Worker needs to close the ICPC Pending placement, as no placement has occurred.	Central Office, RD, PSW, and IM-FC workers.
Permanency Hearing Alert #206	Preparation should occur for a Permanency Hearing to be held no later than 2 months from now on behalf of [Child's Name].						Remind the Protection and Safety Worker that a hearing needs to be scheduled and comprehensive case review/preparation will be needed.	Protection and Safety workers.
Visitation Plan Alert #207	Program case [Program Case ID] visitation plan will expire in 10 days.						Protection and Safety Worker needs to update the visitation plan.	Case worker
Overdue Case Reviews Alert #212	Program case [Program Case ID] is overdue for case review. Worker needs to schedule a review of the case.						Annual review of the program case is needed by IMFC Worker.	Protection safety worker
Pmt Determination Alert #214	[Child's Name] is due for annual review of the payment determination.						PS Worker needs to review the payment determination to recalculate the youth's foster care payment.	Worker(s) assigned to the program case.

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Adoption Hearing Alert #215	[time] on [date]: Docket [number], Page [number] scheduled for adoption finalization hearing.						Notification of an upcoming adoption hearing.	Protection Safety worker and IM-FC worker.
SA/SG Finalized Alert #228	SA/SG finalized. PSW to close child's involvement and IM-FC to create master/program case for SA/SG.						This alert is created when a Legal Action with Hearing Type of "Guardianship" or "Adoption Finalized" is "Approved". PS and IMFC workers need to coordinate closure of CFS Case or Person and the Opening of the Subsidy case.	Worker(s) assigned to the program case.
Payment Amt Changed Alert #239	[ARP Name]'s CFS Program Case Payment [Increased/Decreased \$Amount] on [Payment Redetermination Date].						When there is a change in the Child's needs or behaviors or the program case is up for a yearly review, the worker will need to assess the 'Question Checklist' on the Detail Payment Determination Window. Once the worker has gone through the checklist, s/he will select the 'calculate/recalculate' Icon.	Protection and Safety worker.
Case Assigned Alert #255	A CFS case for [Program Case Name] in MC# [number] was assigned to you as a(n) [worker role] on [date assigned] by [assignee].						Alerts the worker when a case is assigned to them by someone other than themselves.	Protection and Safety worker.



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Initial Physical Exam Alert #265	<Child Name> has been removed from the parental home and is required to have a physical exam by <removal date + 14 days>						Notifies PSW that this child needs to be scheduled for an initial physical exam within 14 days	Protection and Safety worker.
Yearly Physical Exam Alert #266	[Child Name] is due to have a yearly physical exam						Notifies PSW that this child needs to be scheduled for a yearly physical exam.	Protection and Safety worker.
Dental Exam Alert #267	[Child Name] is due to have a 6-month dental exam						Notifies PSW that this child needs to be scheduled for a dental exam. This alert appears the month before the dental exam is due.	Protection and Safety worker.
Yearly Vision Exam Alert #269	[Child Name] is due for a yearly vision exam						Notifies PSW that this child needs to be scheduled for a yearly vision exam.	Protection and Safety worker.
Initial Perm Review Alert #276	The initial permanency review is due for [child] by [date] or IV-E eligibility will stop						This alert notifies foster care eligibility workers that a court finding needs to be completed by the date on the alert or the funding will reflect <b>Non-IV-E</b> . When a court finding has been made, update Funding Detail. This alert is created at 6 months and again at 11 months after the first placement begin date.	IM-FC worker

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Ongoing Perm Review Alert #277	A new Permanency Review is due for [child] by [date]						This alert notifies foster care eligibility workers that a court finding needs to be completed by the date on the alert or the funding will reflect <b>Non-IV-E</b> . When a court finding has been made, update Funding Detail. This alert is created at 6 months and again at 11 months from the Permanency Review Date in Funding Detail.	IM-FC worker
Case Plan Ends Alert #278	Case Plan for [person] will end on [date]						This alert notifies Protection and Safety Workers that a Case Plan will be ending within the next couple of weeks. Case Plan needs to be reviewed and updated.	Protection and Safety worker.
Child Out of Home Alert #294	(child's name] placement with [parent's name] has ended. Coordinate with foster care worker to determine continued eligibility for the child.	X			X		This alert will be created to SSW's who are assigned to an ADC, AABD, MED or SNAP/FSP program case if a child who is active in the program case has a placement with a parent and that placement ends. This indicates the child is no longer in home and eligibility for the child needs to be reviewed. Current placement information can be viewed in the CFS program case..	SSW's assigned to ADC, AABD, Medicaid and FSP program cases.

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Add Parent Info Alert #313	~Parent Name~ is Parent(~bio, adopt, step, alleged~) to ~Child Name~ on CHARTS. Check CHARTS and add parent to CFS case.						This alert will be created to SSW's and PSW's who are assigned to a CFS, IL or JC program case. When a child becomes an Active Participant in one of these program cases, information will be sent to CHARTS. CHARTS will determine if they have information on the child(ren)'s parent(s) and return that information to NFOCUS. An alert will be created if the parent is not already known to the Master Case. The parent needs to be added to the Program Case with the child. Before adding the person to NFOCUS, check iCHARTS for the exact spelling of the person's name, SSN and DOB. Identical information should be added to NFOCUS to avoid creating any duplicate person information. If iCHARTS has an NFOCUS ARP ID#, the person is already known to NFOCUS. Select that same person and USE EXISTING PERSON, pushbutton when Resolution appears. If there is NFOCUS ARP ID # and the person does not appear on the Resolution window, contact NFOCUS PRODUCTION SUPPORT for assistance.	Protection and Safety Workers

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Trust Fund Status Alert #314	The trust fund request for ~NAME~ has been ~approved, denied or deleted~						The Financial Responsibility Unit has made a decision on the request for payment and the trust fund account status has been updated.	IM FC workers
Placement/ Trust Acct Alert #315	~NAME~ has a State Ward Trust Account.						Review the SWTF Account and update the Monthly Maintenance Payment History window accordingly.	IM FC workers
YLS Assessment Due Alert #339	A YLS Assessment is due for ~, ARP ID# ~.						This alert is created for Protection and Safety Workers. The due date on the alert shows the date the YLS Assessment is due. This alert will continue to run monthly until the YLS Assessment has been completed. If it is not completed by the due date, it will display in Overdue Status. Overdue Alerts can be viewed by selecting the Overdue status on the Search Position Alert window.	Protection and Safety workers.
Safety Plan Required Alert #349	In CFS case ~case number~, children are shown to be unsafe in safety assessment ~ safety assessment id number~. A safety plan is required.						This alert is created for Protection and Safety Workers. The safety plan needs to be completed as soon as possible.	Protection and Safety workers.

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CFS MAIL RECD Alert #375	Mail has been scanned for persons in the Master Case. Documents may pertain to more than one program case and to more than one person. View by going to Document Imaging.						Mail has been scanned for one or more persons in the Master Case. To view the mail, go to the Document Imaging icon and search for all persons in the Master Case from the date of the alert forward. Only one alert will be created. Notify any other workers who need to be aware of the mail.	Protection and Safety Staff and foster care eligibility workers assigned to the program case.
CSE	Child Support Enforcement						These alerts are created through the CHARTS interface.	
Paternity Established Alert #310	CSE has established paternity on ~NCP NAME~ for ~DEPENDENT NAME~. See CHARTS for more info.	X					This alert will be created to SSW's who are assigned to an SNAP/FSP or ADC program case as well as SSW's and PSW's who are assigned to CFS cases. An alert is created if Child Support Enforcement establishes paternity on a father and the dependent is in one of the specified program cases. Check iCHARTS for further information.	SSW's responsible for FSP, ADC or CFS and PSW's
NonCoop with CSE Alert #311	~ failed to cooperate with CSE on ~. If a Child Care case also needs to have a sanction applied, these are the children's names ~.	X			X		This alert will be created to SSW's who are assigned to an ADC, CC or AABD program case. An alert is created if a custodial party refuses to cooperate with CSE. A sanction needs to be imposed. Alert cannot be cleared until sanction is imposed.	Social Service Workers

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Cooperating with CSE Alert #312	~CP Name~ began cooperating with CSE on ~end date~. Review eligibility, remove CSE sanction, and lift SNAP-FTC, if appropriate.	X			X		This alert will be created to SSW's who are assigned to an ADC, CC or AABD program case when a client has started to cooperate with CHARTS. The sanction should be lifted unless there are other sanctions.	Social Service Workers

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CS Exceeds ADC Grant Alert #316	Child support payments were received in CHARTS for ~benefit month/year~ which exceed the ADC grant. Check iCHARTS and review ADC eligibility	X			X		This alert is created to SSW's who are assigned to ADC cases. CHARTS will send the amount of the child support payments that are applied to monthly support obligations only. They will not send payments that are applied to arrears (back support) for this alert. If it appears the child support payments will be continuing, enter the Child Support in Unearned Income in the expert system. On the Calculate window, select the Child Support Assigned checkbox. Select the method (average or actual) and select the child support payments to be considered. When budgeting processes, a comparison will be done of the child support income to the ADC grant. If the child support is greater, the ADC grant will fail. When the ADC eligibility ends, the assignment will be automatically terminated with CHARTS and the client will start receiving the child support payments instead of the ADC grant.	SSW's on ADC (02) program case

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CS Exceeds URA Alert #317	A child support payment was sent to ~payee~ by CHARTS as the total child support exceeds the total ADC and/or IL payments. Check iCHARTS and review eligibility	X			X		This alert is created to SSW's who are assigned to ADC or IL cases. Whenever total collections in the month (current or arrears) cause the total ADC and/or IL payments to be zero, a disbursement is created to the client. Eligibility needs to be redetermined as the client may continue to receive disbursements if the total child support paid each month exceeds the total grant that was issued.	SSW's who are assigned to ADC or IL cases.
Demographic Data Chg Alert #318	CHARTS has updated the ~address, SSN or DOB~ for ~parent's name~ in this case. Review CHARTS for further information.						This alert is created to SSW's and PSW's who are assigned to CFS or JC program cases. This alert is created whenever CHARTS updates an address, SSN or DOB on a parent of an Active Participant in a CFS or JC program case.	SSW's and PSW's assigned to CFS or JC program cases.
Chg in CS Crt Order Alert #329	CHARTS shows a chg of court order on ~first name~ ~last name~.FIPS~5 digit FIPS code~, court case#~court case number~, ~Judgment~.Check ICHARTS for further info.	X					Either a new court order was established or there was a change to an existing court order which may result in income changes to this household. This alert creates for Child Care cases only.	SSW's on CC cases



<b>ALERT TYPE</b>	<b>ALERT MESSAGE</b>	<b>ALERT FOR UC</b>	<b>WORK TASK CREATED</b>				<b>HELP TEXT</b>	<b>ALERT RECIPIENT</b>
<b>Short Description</b>			<b>Priority Work Task</b>	<b>Case Pending</b>	<b>Case Open</b>	<b>Case Closed</b>		
Provider Rate Change Alert #393	[Provider Organization Name] has a new rate for [Service Type Name]. Please view new rate and update any affected service authorizations.						Alert notifies the Program Case Position Assignment worker when a Provider's rate change affects one of the Program Case Service Authorizations.	Worker's responsible for FW(09), EF(10) SA(14), SG(15), AD(20), ADD(21), CDD(22), APS(26), SA/MED(28), SG/MED(29), CFS(30), IL(31), JC(32), TBI(33), DDAID(35), DDAC(36), DDAD(37), DDAR(38), DD CSA(40).
<b>ERINC</b>	<b>Earned Income</b>							
Provider Payment Alert #140	[Name], # [ARP Number], matching Owner Org [Org Name], #[Org Number] was paid [Amount] gross for services provided, payment # [Payment Number].	X					Client is also a provider, the payment may need to be considered as income in budgeting.	SSWs assigned to the program case where the provider is a participant.
<b>SNAP</b>	<b>Supplemental Nutrition Assistance Program/Food Stamp Program</b>							

ALERT TYPE	ALERT MESSAGE	ALERT FOR UC	WORK TASK CREATED				HELP TEXT	ALERT RECIPIENT
Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
IL Payment Begins Alert #281	Effective <date> an IL Payment of \$<> is paid to <ARP> from MC<#>	X			X		Notifies SNAP/FSP worker that an IL payment started from another Master Case on a person who is active in this FSP program case.	Worker assigned to the SNAP case.
EBT Card Returned Alert #256	EBT Card Returned. Take Appropriate Action	X			X		When an EBT card is returned to ICC. This alert will be created to the SSW assigned to the SNAP/FSP. The SSW may want to check to see if the client's address needs to be updated as the client may have moved.	Worker assigned to the SNAP case.
Expedited FSP Alert #321	~Program Case Name~ is indicated to be expedited and benefits must be processed on or before ~due date~						In order to processed expedited by the specified time frames, the case must be approved or denied by the due date. The alert cannot be cleared as long as it shows as expedited and is still pending.	Worker assigned to the SNAP case.
Duplicate Issuance Alert #364	[ARP Name] is active in multiple SNAP Program Cases in MC<#>.	X	X	X	X		Determine which SNAP program case was opened in error and close it. Determine whether or not overpayments need to be established.	Worker assigned to the SNAP case.

ALERT TYPE	ALERT MESSAGE	ALERT FOR UC	WORK TASK CREATED				HELP TEXT	ALERT RECIPIENT
Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
SNAP LIHEAP- no SUA Alert #372	SNAP household received Energy Assistance in the current energy year and has no SUA or an incorrect SUA amount in the budget.	X			X		Review the SNAP case to determine if the SUA should be included in the budget.	Worker assigned to the SNAP case.
SNAP Budget Required Alert #382	(Month) budget is needed for SNAP case (Program case ID) due to new program standards.	X			X			SSW responsible for SNAP case.
ABAWD Tracking Alert #394	An ABAWD 3-month eligibility period for ~ ends ~. Verify participation and take appropriate action. Update ABAWD tracking as necessary.	X	X		X		Verify if ABAWD requirements are met, update tracking and take appropriate action.	SSW responsible for SNAP case.
FMGMT	Financial Management							

ALERT TYPE	ALERT MESSAGE	ALERT FOR UC	WORK TASK CREATED				HELP TEXT	ALERT RECIPIENT
Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
Legal Status Changed Alert #51	Legal status of [Child's Name] has changed from [type] to [type]. For [ ] review budgeting.						Alert is generated when the Legal Status changes for a Person.	Workers assigned to CFS, CDD, TBI, or AD program case.
<b>HIRE</b>	<b>New Hire</b>							
New Hire Alert #244	New Hire Information received from <Employer Name> for <ARP Name> who is in <Program Case>	X		X	X		A New Hire Interface will occur when a newly employed person is reported to Federal Parent Locator Service/National Directory of New Hire or the State Directory of New Hire. An alert will be created when a Participant or Financially Responsible person who is in an AABD, ADC, SNAP/FSP or CC program case and has a status of Active, Pending, Spenddown or Premium Due receives a New Hire Interface..	SSW's assigned to FSP, AABD, ADC, CC and/or Medicaid program cases.
<b>IRS</b>	<b>Internal Revenue Service Interface</b>							

ALERT TYPE	ALERT MESSAGE	ALERT FOR UC	WORK TASK CREATED				HELP TEXT	ALERT RECIPIENT
Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
IRS Record Received Alert #32	[No description]	X					Alerts worker to IRS record received for a particular person. There is a threshold for creating the alert, for Income: must be greater than \$500.00; for Resources: must be greater than \$900.00.	Workers assigned to the program cases where the client is involved.
INTFC	Interface							
Interface Record Alert#259	Interface record received from <BDE, SDX, LTC, IUC> for <ARP Name> on <Income or Expense>; participant in <Program Case>	X					This alert is processed daily and will consolidate any alert that is received on that day from BDE, SDX, LTC OR IUC which results in a change in the income or expense. When income or expense starts or the amount changes, an alert will be created. No alert is created when income stops.	
INFOR	INFORMATIONAL							

ALERT TYPE	ALERT MESSAGE	ALERT FOR UC	WORK TASK CREATED				HELP TEXT	ALERT RECIPIENT
Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
Return 90 Days - No Alert #175	[Child's Name] was removed from the home and the plan is not to return the child in 90 days.	X		X	X		Notification to the SSW assigned to the ADC, AABD, Medicaid or SNAP/FSP program that the child was removed from the home and <b>will not</b> be returning in 90 days. Worker needs to check with the CFS primary worker to determine the current status and intent of the removal. If CFS still intends to keep the child out of the home for more than 90 days, then the worker will need to make the necessary case changes.	SSW's assigned to CFS program case, all workers involved in the MC.
CFS Closing Alert #335	The CFS program case for <program case name> is closed.	X					A CFS Program Case has closed and that program case has at least one person who is also in an ADC, AABD, SNAP/FSP or CC program case. If they are active in a CC program case, they are probably no longer eligible under the "Without Regard to Income" category. Another category may need to be selected. If they are in ADC, or AABD cases, a CHARTS Referral may need to be sent to change the custodial party from DHHS to the person with whom the child currently resides.	Workers assigned to the ADC, AABD, SNAP/FSP or CC program case.

ALERT TYPE	ALERT MESSAGE	ALERT FOR UC	WORK TASK CREATED				HELP TEXT	ALERT RECIPIENT
Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
WP3 Created for ADC Alert #352	A status change report has been created for ~. See WP-3 for further information.	X	X	X	X		The alert is created to the workers assigned to ADC case when the Sent To on the correspondence is the State Staff Person. An alert is not created when the WP-3 is created from the SNAP/FSP Program Case.	Workers assigned to ADC and Medicaid cases.
Multiple Cases Alert #354	<NAME> is currently open in one or more program cases in Master Case #<Mc#'s>.	X		X	X		This alert notifies the workers when a person is opened in a Master Case and that same person is open in program cases in another Master Case. This alert goes to all workers assigned to any program case in any of the Master Cases where the person is found to be open.	All workers assigned to any program case.
WP3 Created for EF Alert #369	A status change report has been created for ~. See WP-3 for further information.						The alert is created to the worker assigned to the EF case when the Sent To on the correspondence is Work Program Contractor. An alert is not created when the WP-3 is created from the SNAP/FSP Program Case.	Worker assigned to the EF case.
Multiple Cases Alert #357	<NAME> is currently open in one or more program cases in Master Case #<Mc#'s>.	X		X	X			All workers assigned to the program case(s).

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Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
WP-1 Created Alert#366	WP-1 Created						The correspondence is being sent for your information only. Check the WP-1 for information concerning the change.	Employment First Gatekeeper
UC Case now Assigned Alert#360	This program case was in the Universal Caseload and has now been assigned to you.						Check the case for Work Tasks, alerts and anything else that needs to be done.	Social Service workers assigned to the case.
Rec'd >55 Months of TANF Alert #371	<NAME>has rec'd <Number> months of TANF and is a pending participant in ADC/MED. Review hardship status and take appropriate actions.	X	X	X	X		Go to 60 Month TANF Tracking and review hardship status. Please initiate review and/or hardship if process has not begun. If hardship has been denied and client does not qualify for an exemption, close from ADC/MED.	Workers assigned to EF, ADC or ADC TMA-G case.
Close Lawfully Prsnt Alert #380	<Name> no longer meets the immigration requirements of 'lawfully present'. Close participant and update immigration status to 'ineligible alien'.	X	X		X			



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Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
Refugee Time Limit Alert #383	8 months of RRP eligibility will end on <date> for <name>, ID <person ID>. Take appropriate action.	X	X		X			The refugee's time limited assistance from the Refugee Resettlement program is ending. Change the Immigration Status from Refugee Resettlement to the appropriate status. Review for possible eligibility in other programs. If no other eligibility, close the case.
Close Qualified Alien Alert #390	<name> no longer meets the immigration requirements of 'Qualified Alien' for <program>. Close participant and update immigration status to Ineligible Alien.	X	X		X			
ADC Earned Income Report Alert #398	An ADC Earned Income Report form was due on <date> and has not been received.	X			X		The ADC Earned Income report form is due.	SSWs responsible for the ADC case.
INTKE	CFS or APS Intake							

<b>ALERT TYPE</b>	<b>ALERT MESSAGE</b>	<b>ALERT FOR UC</b>	<b>WORK TASK CREATED</b>				<b>HELP TEXT</b>	<b>ALERT RECIPIENT</b>
<b>Short Description</b>			<b>Priority Work Task</b>	<b>Case Pending</b>	<b>Case Open</b>	<b>Case Closed</b>		
Persons-Intake Alert #165	[ARP Name] in this case is associated with the Intake [#~] on [Begin Date] listed as [alleged perpetrator, alleged victim, alleged perp/vict, other]						This alert notifies workers assigned to the CFS program case when one or more persons in a given case are associated to an Intake.	Worker assigned to CFS case.
ORG-Intake Alert #167	The [Organization Name] was associated with the [Intake Name], [Intake #] as [Intake Organization Involvement Role Code] on [Begin Date].						This alert notifies the RD Worker assigned to Home Details when an Organization (other than a law enforcement agency) is associated to an Intake.	Worker assigned to ORG
Persons-Intake Alert #246	Person(s) related to the [Org Name] were associated with the [Intake Name], [#Intake Number] on [Date].						This alert is sent to the RD worker(s) assigned to Home Details when an Organization Related Person is associated to an Intake	RD worker(s) assigned to Home Details.

ALERT TYPE	ALERT MESSAGE	ALERT FOR UC	WORK TASK CREATED				HELP TEXT	ALERT RECIPIENT
Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
Allegation Finding Alert #304	<ARP Name> <has, has not> been placed on Central Register with a finding of <Allegation Finding>. Entered on Intake # <Intake Number>						This notifies the RD worker who is assigned to Home Details that an allegation finding has been entered on either a CPS or APS intake and whether that finding will or will not place the perpetrator on the Central Register. Review to determine if the facility type needs to be placed on hold.	RD worker(s) assigned to Home Details.
Removed from CR Alert #305	<Person Name> has been removed from Central Register due to <expungement reason> entered in Intake #<Intake number>						This notifies the RD worker who is assigned to Home Details that a person in the organization who had been placed on the Central Register has now been removed.	RD worker(s) assigned to Home Details.

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Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
Investigation Alert #306	Either this Organization or a related person in this organization is being investigated by Protection and Safety. See Intake #(intake number)						This alert notifies the RD worker who is assigned to the Service Approval that either a person in the list of related persons on this Organization or the Organization is being investigated by Protection and Safety. To view details of the investigation, go to the Intake icon from the NFOCUS Main Menu and enter the Intake number from this alert on the search window. Depending on the nature of this investigation, there may be safety issues involved with persons for whom this organization is providing services. Communication with the Protection and Safety Worker may be necessary to determine the nature of this investigation	RD Workers assigned to Service Approvals.
Persons-Intake Alert #403	[ARP Name] in this case is listed as [alleged perpetrator, alleged victim] in Intake [#~] with a finding entered of [Allegation Finding] on [Finding Date]						This alert is generated when an alleged victim or an alleged perpetrator in a given case have a finding entered for an allegation.	CFS Specialists, others assigned to program cases
IUC	Integrated Unemployment Compensation Interface							

ALERT TYPE	ALERT MESSAGE	ALERT FOR UC	WORK TASK CREATED				HELP TEXT	ALERT RECIPIENT
Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
	Changes in income or expenses are sent with the Consolidated Alert #259 (see INTFC Alerts)	X	X					
Out of State UI Alert #279	Receipt of out of state UI was reported by <State> for <NAME>, <SSN>. Benefit Wage Amount \$<> for <quarter> quarter of <year>	X		X	X		This alert is created only on ADC program cases when the person is also either a CP or NCP in a CSE case. Information on this alert was received through an interface with NDNH. This is considered a lead only. Follow up on information to determine if the person is still receiving unemployment compensation benefits and take necessary case action.	SSW's responsible for ADC program cases.
MAIL								
Mail Received Alert #361	Mail has been scanned for persons in the Master Case. View by going to Document Imaging.	X		X	X	X	Mail has been scanned for one or more persons in the Master Case. To view the mail, go to the Document Imaging icon and search for all persons in the Master Case from the date of the alert forward. Only one alert will be created. Notify any other workers who need to be aware of the mail.	Economic Assistance SSW's

ALERT TYPE	ALERT MESSAGE	ALERT FOR UC	WORK TASK CREATED				HELP TEXT	ALERT RECIPIENT
			Priority Work Task	Case Pending	Case Open	Case Closed		
Report Form Received Alert #374	A Report Form has been scanned for persons in the Master Case. The form may pertain to more than one program case and to more than one person. View by going to Doc Imaging.	X	X	X	X	X	Mail has been scanned for one or more persons in the Master Case. To view the mail, go to the Document Imaging icon and search for all persons in the Master Case from the date of the alert forward. Only one alert will be created. Notify any other workers who need to be aware of the mail.	Economic Assistance SSW's
Mail Received for Pending SNAP Alert #387	Mail has been scanned for persons in the Master Case. Documents may pertain to more than one program case and to more than one person. View by going to Document Imaging'.	X	X	X	X	X	Mail has been scanned for one or more persons in the Master Case. To view the mail, go to the Document Imaging icon and search for all persons in the Master Case from the date of the alert forward. Only one alert will be created. Notify any other workers who need to be aware of the mail.	Economic Assistance SSW's
EF Mail Received Alert #391	Medical information has been scanned for the Employment First case. View by going to Document Imaging.						Medical documentation has been scanned for the EF participant. To view the mail, go to the Document Imaging icon and search for the person in the Employment First Case.	Workers assigned to the Employment First case.

ALERT TYPE	ALERT MESSAGE	ALERT FOR UC	WORK TASK CREATED				HELP TEXT	ALERT RECIPIENT
Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
MESA	Mass Expert System Architecture (Automated Mass Change)							
Budget Not Processed Alert #283	Financial Data exceeds maximum characters allowed. Process <PA and/or FSP> budget	X	X		X		This will occur when there is more data in one of the Financial Tasks than what can be read to process the budget. This error message appears occasionally while processing a budget and this message will stop MESA from authorizing the budgets. Review the information in the Financial Tasks for accuracy or contact Production Support for assistance.	Economic Assistance SSW's
Budget Not Processed Alert #284	A person is over age for CMAP. Process <PA and/or FSP> budget(s).	X	X		X		A child in the MED program case is over age 18. Close the person (or the case), authorize appropriate budgets for the other children.	Economic Assistance SSW's
Notice Not Processed Alert #288	Budgets processed successfully. Notice failed to create. Create notice template for <PA and/or FSP> cases.	X	X		X		Send a notice template to the client. All budgets were authorized and saved. Check the budgets under Eligibility Summary for information on what needs to be on the notice.	Economic Assistance SSW's
Budget Not Processed Alert #289	Budgets were not processed as one of the budgets failed. Process <PA and/or FSP> budget(s)	X	X		X		Check out the case and review the budgets for accuracy. Correct any data that needs to be corrected, then authorize the budget(s), process notices and check the case back in.	Economic Assistance SSW's

ALERT TYPE	ALERT MESSAGE	ALERT FOR UC	WORK TASK CREATED				HELP TEXT	ALERT RECIPIENT
Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
Budget Not Processed Alert #290	A mandatory task and/or calculate needs to be processed, then process <PA and/or FSP> budget(s)	X	X		X		Check out the case, process the Mandatory Task with the Red X. If no Red X, then process the budget to get the Calculate window. Authorize the budget, process notices and check the case back in. TIP: To have the Calculate window be optional instead of mandatory, don't exclude income, but close the income if the client no longer receives the income. If child support income and it is assigned due to the client being on ADC, check the "Assigned" checkbox instead of excluding the income.	Economic Assistance SSW's
Budget Not Processed Alert #292	Budget was overridden by worker. Process <PA and/or FSP> budgets	X	X		X		Since the budget was overridden, this needs to be reviewed by the worker to see if the override is still appropriate	Economic Assistance SSW's
Budget Not Processed Alert #293	Multiple program cases in <budget category>. At least one case is pending, has a pending person or certification period ends. Process budget on eligible case	X	X		X		This alert will create when there are multiple program cases within a budget category and one of the cases meets the criteria for the mass change but the other cannot be processed due to either a pending person, pending case or the certification period ends. The alert will be created for the program case which requires the mass change. Authorize budget(s), process notices and check the case back in	Economic Assistance SSW's



<b>ALERT TYPE</b>	<b>ALERT MESSAGE</b>	<b>ALERT FOR UC</b>	<b>WORK TASK CREATED</b>				<b>HELP TEXT</b>	<b>ALERT RECIPIENT</b>
<b>Short Description</b>			<b>Priority Work Task</b>	<b>Case Pending</b>	<b>Case Open</b>	<b>Case Closed</b>		
Budget Not Processed Alert #297	Allocation of income failed due to incorrect Family Relationships. Correct Family Relationships then process <PA and/or FSP> budget	X	X		X		Correct Family Relationships, then process and authorize budgets.	Economic Assistance SSW's
Budget Not Processed Alert #298	A person is receiving duplicate benefits in this Master Case. Close the duplicate case, then process <PA and/or FSP> budget(s).	X	X		X		One program case needs to be closed.	Economic Assistance SSW's
Budget Not Processed Alert #299	A budget was not processed for the come-up month so the most recent budget has an end date. Review eligibility and process <PA and/or FSP> budgets	X	X		X		This generally results in the case remaining active with no benefits being issued. Worker needs to review the case to determine whether or not it should remain in active status or be closed. If it should remain in active status, budget(s) will need to be authorized and notices created. Previous budgets may also need to be authorized.	Economic Assistance SSW's

ALERT TYPE	ALERT MESSAGE	ALERT FOR UC	WORK TASK CREATED				HELP TEXT	ALERT RECIPIENT
Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
Budget Not Processed Alert #301	Reporting Category is TBR which is invalid for the certification period. Correct reporting category and process SNAP budget(s).	X	X		X		Correct TBR certification period to 5 months or change from TBR to a correct reporting category, then process budgets.	Economic Assistance SSW's
Budget Not Processed Alert #302	The case is pending for a future month. Please review eligibility and process <PA and/or SNAP> budgets.	X	X		X		This alert generally is created when an application for a recertification is pended. Worker needs to process the month of automated mass change as well as the ongoing recertification month.	Economic Assistance SSW's
MESA-Pending Person Alert #379	<Name> is pending in <program case>. Mass change must be processed by the worker. All program cases need to be processed.	X	X		X			Economic Assistance SSW's
CC Serv Auth Update Alert #386	MESA - CC has been processed for <month/year>. There is a change in the childcare fee. Update the service authorization accordingly.	X	X		X		The MESA authorized childcare budget has a different fee from the previous budget. Update the service authorization with the new fee.	Economic Assistance SSW's

ALERT TYPE	ALERT MESSAGE	ALERT FOR UC	WORK TASK CREATED				HELP TEXT	ALERT RECIPIENT
Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
MESA-Worker Request Alert #389	The Mass Change Indicator on Mass Change Detail window is set to Process by Worker. Budgets must be run to process mass changes.	X	X		X		The indicator was set to not process these Master Cases through mass change. If these Master cases should be processed through automated mass change in the future, go to the Detail Master Case window, select "Set Mass Change Indicator" under the Detail drop down menu and change to "Process by System".	Economic Assistance SSW
MESA LIHEAP Alert #400	MESA LIHEAP was not authorized for PC ~ because either a fuel type or provider account is missing.	X	X		X		There must be a fuel type in effect for the MESA budget period. If the pay provider indicator is Yes, there must be account information for the MESA budget type (heating or cooling).	Social Service workers
MREVV	Medical Review							

ALERT TYPE	ALERT MESSAGE	ALERT FOR UC	WORK TASK CREATED				HELP TEXT	ALERT RECIPIENT
Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
Medical Review Due Alert #139	[ARP Name]'s [Medical Impairment Type Code-SRT Blind, SRT Disabled, ADC Incapacity] Review is due [SRT Review Date].	X			X		Notifies worker to complete the State Review Team Medical Review. This information comes from the SRT Review Date in Medical Impairment. If this is no longer an SRT case, remove the SRT Review Date.	Economic Assistance SSW's
<b>NEWAPP</b>	<b>New Application</b>							
Electronic App Recd Alert #331	An e-app# <app number> was served on <received date>. See web app. If there are other workers assigned to this app, notify the other workers as only one alert is created.						This alert notifies the worker assigned to a program case that an electronic application was tied to that program case. To avoid duplication of the alert, only one alert is created when the first program case is tied. If there are different workers assigned to program cases for this same electronic application, notify those workers that an electronic application was tied to their program case.	SSW's responsible for Economic Assistance program cases.
<b>PAPPR</b>	<b>Provider Approval</b>							

ALERT TYPE	ALERT MESSAGE	ALERT FOR UC	WORK TASK CREATED				HELP TEXT	ALERT RECIPIENT
Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
Provider Appr Closed Alert #3	Provider Approval closed because [Short Service Type Name] is no longer covered by [Program Type]						Alert is created in batch as part of the downstream actions that occur whenever a Program Service Type is closed. The alert goes to the worker assigned to the Service Approval advising that a Provider Detail was closed because of the PST closure.	
Provider Appr Closed Alert #9	Provider Approval closed due to the closure of [Short Service Type Name].						Alert is created in batch as part of the downstream actions that occur whenever a Service Type is closed. The alert goes to the worker assigned to the Service Approval advising that a Provider Detail was closed because of the ST closure.	
<b>PAYMT</b>	<b>Payment</b>							
Warrant Cancelled Alert #69	Payment #[Number] issued [Date] for [Payee Name] was cancelled on [Date].						Help Text not yet available	
Warrant Pulled Alert #70	Payment #[Number] issued [Date] for [Payee Name] has been pulled.						Help Text not yet available	
Warrant Pulled Alert #71	Payment # [Number] issued [Date] for [Payee Name] has been pulled.	X			X		Help Text not yet available	

<b>ALERT TYPE</b>	<b>ALERT MESSAGE</b>	<b>ALERT FOR UC</b>	<b>WORK TASK CREATED</b>				<b>HELP TEXT</b>	<b>ALERT RECIPIENT</b>
<b>Short Description</b>			<b>Priority Work Task</b>	<b>Case Pending</b>	<b>Case Open</b>	<b>Case Closed</b>		
Warrant Cancelled Alert #73	Payment #[Number] issued [Date] for [Payee Name] was cancelled on [Date].	X			X		Help Text not yet available	
Warrant Pull Request Alert #142	A request has been issued by the Central Office to hold payment #[Number] issued [Date] for [Name] as part of major payroll.	X			X		Help Text not yet available	
Warrant Returned Alert #146	Payment #[Number] issued [Date] for [Payee Name] was returned on [Date].	X			X		Help Text not yet available	
Claim Payment Cancel Alert #147	Payment #[Number] issued [Date] could not be cancelled. Higher versions exist for claim item contained in the payment claim #, line #].						Help Text not yet available	
Warrant Released Alert #219	Payment #[Number] issued [Date] for [Payee Name] was released on [Date].	X			X		Help Text not yet available	Worker(s) assigned to the program case.

ALERT TYPE	ALERT MESSAGE	ALERT FOR UC	WORK TASK CREATED				HELP TEXT	ALERT RECIPIENT
Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
LIHEAP Refund Alert#399	A refund in the amount of ~ was received from ~. Update the energy provider and recalculate the budget to reissue the refunded amount.	X			X		All or part of the LIHEAP payments was refunded. Determine if the benefit should be reissued to a new provider.	SSW responsible for LIHEAP.
PEND	Pending							
Pending 45 Days Alert #120	[Name]'s [Program Case Type] will be in pending status for 45 days on [Date]. Take necessary action						Worker should review the status of the pending application by checking to see what verifications are required to be able to approve the application. If the client was given a deadline for providing information and the deadline is past, the application could be denied. You cannot clear this alert until action is taken on the case. This alert is sent on AABD (Aged or Blind) or ADC cases.	

ALERT TYPE	ALERT MESSAGE	ALERT FOR UC	WORK TASK CREATED				HELP TEXT	ALERT RECIPIENT
Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
Pending 60 Days Alert #121	[Name]'s [Program Case Type] will be in pending status for 60 days on [Date]. Take necessary action.						Worker should review the status of the pending application by checking to see what verifications are required to be able to approve the application. If the client was given a deadline for providing information and the deadline is past, the application could be denied. You cannot clear this alert until action is taken on the case. This alert is sent on AABD (Disabled) cases.	
FSP Pending 30 Days Alert #148	<FSP Program Case Name> application will be pending for 30 days on <30 days from application received date>. Send denial notice on that date or approve at least 2 days prior to that date						Action needs to be taken two days prior to the 30 <sup>th</sup> day if approving the case or by the 30 <sup>th</sup> day for a denial. You cannot clear this alert until action is taken on the case. This alert is sent on SNAP/FSP program cases.	
CC Pending 30 Days Alert #332	<CC Program Case Name> will be pending for 30 days on <30 days from application received>. Take necessary action.						Worker should review the status of the pending application by checking to see what verifications are required to be able to approve the application. If the client was given a deadline for providing information and the deadline is past, the application could be denied. You cannot clear this alert until action is taken on the case. This alert is sent on CC program cases.	



ALERT TYPE	ALERT MESSAGE	ALERT FOR UC	WORK TASK CREATED				HELP TEXT	ALERT RECIPIENT
Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
PREVW	Provider Review							
Provider Appr Renew Alert #6	Service Approval/Contract will expire in 30 days on [Date].						Alert is created in batch and runs 30 days prior to the Service Approval End Date. The Alert notifies the worker assigned to the Service Approval that it is due to expire.	
Provider Appr Renew Alert #7	Service Approval/Contract will expire in 60 days on [Date].						Alert is created in batch and runs 60 days prior to the Service Approval End Date. The Alert notifies the worker assigned to the Service Approval that it is due to expire.	
RESLN	Resolution							
SSN Terminated Alert #31	Unverified SSN [Number] was removed from [Name].	X					This alert notifies the SSW assigned to the Program Case when an SSN is terminated on a person who is involved in that program case. The SSN was not verified by the Social Security Administration. It may belong to another N-FOCUS person so was removed from your client. If a valid SSN is required by the program(s) in which this person is active, contact the person and request a valid Social Security Number.	

ALERT TYPE	ALERT MESSAGE	ALERT FOR UC	WORK TASK CREATED				HELP TEXT	ALERT RECIPIENT
Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
SSN Changed Alert #40	[SSN] changed for [Name] as [Organization]. Check Tax ID						This alert notifies the RD Worker assigned to the Service Approval when an SSN is <b>changed</b> on a person who is an org-related person and is listed as IS ORG. The tax ID # for this person also should be checked as the SSN may not be correct.	
SSN Terminated Alert #24	[SSN] deleted for [ARP] as [Organization]. Check tax id.						This alert notifies the RD Worker assigned to the Service Approval when an SSN is <b>terminated</b> on a person who is an org-related person and is listed as IS ORG. The tax ID # for this person also should be checked as the SSN was not verified by Social Security and was removed from this person as it belongs to someone else.	
REVV	Review (Redetermination of Eligibility)							
Review Due Alert #122	Eligibility review due [Date] for [Name]'s [Program Case Type] program case.						Worker needs to complete the eligibility review for the program case indicated in the alert.	

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Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
SNA Alert #307	Service Needs Assessment for <ARP Name> will end on <end date>. Review is required.	X			X		This alert goes to SSW's assigned to SSAD or PASS program cases. Service Needs Assessment needs to be reviewed	
Desk Review Alert #353	A desk review is required in the month of ~ for <program>. Document review in narrative	X			X		A desk review is required. Please review policy manual regarding desk reviews	
App Not Recd Alert#362	A review application was due for <ADC, AABD, CC, SSAD, SSCF> and has not been received.	X			X		The review application was not received. Take action to close the case or redetermine eligibility if no review is due.	
Review Letter Sent Alert #370	A Review Letter was sent for this program case.						This alert is created to waiver workers when the 45-day review letter is sent. This notifies the waiver workers that their clients will need to complete their review in order to continue to receive waiver services. Failure to complete the review will result in their Medicaid being closed which may result in the Waiver case being closed.	

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Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
RSDEV	CFS Resource Development (Supports)							
Facility on Hold Alert #162	The [Organization Name] [Facility Type] has been placed on “hold” status for future placements because of [Reason Code]						This alert tells P&S workers who have children placed in the facility, waiting to be placed in the facility, or on “bedhold” status in the facility, that the facility is now on “hold” status and why, i.e. CPS investigation, Provider Requested.	All workers assigned to children placed in the facility, assigned to children awaiting placement in the facility, or on “bedhold” status in the facility.
Facility Closed Alert #163	The [Organization Name] [Facility Type] has been placed on “closed” status for future placements because of [Reason Code]						This alert tells P&S workers who have children awaiting placement in the facility, that the facility has been closed and why, i.e. License Expired, Substantiated CPS Allegations.	All workers assigned to children awaiting placement in the facility.
IV-E Eligibility Chg Alert #164	Please be aware that the IV-E eligibility for the [Organization Name] [Facility Type] has changed from [Y/N] to [Y/N].						This alert tells Foster Care SSW’s who have children placed in the facility, that the facilities IV-E eligibility indicator has changed. Be aware this change could affect the child’s eligibility to receive IV-E funding.	All workers assigned to children placed in the facility.

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<b>Short Description</b>			<b>Priority Work Task</b>	<b>Case Pending</b>	<b>Case Open</b>	<b>Case Closed</b>		
Bedhold Alert #169	The bedhold for [Child's Name] at [Organization Name] will expire in 5 placement days. The bedhold needs to be closed or the payment rate needs to be renegotiated/ approved.						This alert notifies the P&S worker after 10 days of a bedhold that a decision needs to be made and documented as to whether to continue the bedhold and negotiate lower rates or to close the bedhold.	Case worker and IM-FC worker.
License Expire Alert #192	[Organization Name] [License/Approval Type] license will expire on [Date].						This alert tells RD workers, who are assigned to Home Details that the facilities license is set to expire. This alert will display three times, 90 days, 45 days and one day before the license is set to expire.	
Facilty Stat Inquiry Alert #202	The [Organization Name] [Facility Type] has been in inquiry status for 90 days.						This alert tells RD workers, who are assigned to the Home Details that the facilities status has been in "Inquiry" for 90 days. The worker should make a determination about changing the status as appropriate.	
Lic/App Stat Change Alert #213	The [Organization Name] [License/Approval Type] license status has changed from active to closed because of [Reason Code].						This alert tells P&S workers, who have children placed in the facility, that the facilities license has closed and why, i.e. License Revocation, Provider Request.	

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Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
Placement Started Alert #295	[child's name] has been placed with [organization name] on [mm-dd-yyyy]						This alert notifies RD Workers who are assigned to Home Details that a child has been placed in a facility, including Agency Based foster homes. This alert will not be created on group home and treatment centers	
Placement Ended Alert #296	[child's name] placement with [organization name] ended on [mm-dd-yyyy] due to [placement change reason]						This alert notifies RD Workers who are assigned to Home Details that a child's placement with a facility has ended, including Agency Based foster homes.. This alert will not be created on group home and treatment centers.	
Emergency Appr Ends Alert #303	The Emergency Approval for <ORG Name> <ID #> will end on (Effective End Date).						This alert notifies RD Workers who are assigned to Home Details that an emergency approval will end. This alert is created on Wednesdays and looks for any emergency approval that will be 30 days old in the following week.	
Org Address Change Alert 309	The address for ~Org Name~ has been updated by ~Log-on ID.~						This alert is generated to RD Workers who are assigned to Home Details when any part of an Organization's physical address has been updated. The alert is sent to any RD worker assigned to an Organization's Home Details.	

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Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
Approved Home Closed Alert #323	The Approved home of [Org Name], ID # [Org ID #], has been closed because a placement hasn't occurred in the past 60 days.						This alert notifies RD Workers who are assigned to Home Details that an approved home was closed as there has not been a placement in the past 60 days.	
License Not Active Alert #328	The pending license for ~Org Name~, ID#~Org ID #~, was not set to Active Status because appropriate background checks were not completed.						This alert goes to RD Workers who are assigned to Home Details. This Alert will display when the N-FOCUS Batch process fails to change a license from "Pending" status to "Active" status because all appropriate Background Checks were not documented.	
Org Address Change Alert #334	The address for ~Org Name~ has been updated by [worker's logon ID who made the update]						This alert is generated when any part of an Organization's physical address has been updated. The alert is sent to any RD worker assigned to a Service Approval.	
Org Complaint Alert #336	A complaint has been documented regarding ~Org Name~, ~ID #~						This alert is generated when an Organization has been associated with a complaint. The alert is sent to any RD worker assigned to a Service Approval.	

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Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
Org Complaint Alert #337	A complaint has been documented regarding ~Org Name~, ~ID #~						This alert is generated when an Organization has been associated with a Complaint. The alert is sent to any RD worker assigned to an Organization's Home Details.	
FID or SSN Chg Alert #341	The Federal Tax ID# or the SSN for this organization was changed by <user Id>						This alert notifies RD workers who are assigned to Service Approvals that either the Federal Tax ID# or SSN for this organization was changed by another person.	
Org Name Chg Alert #342	The name on this organization has been changed by <user ID>.						This alert notifies RD workers who are assigned to Service Approvals that the organization name has been changed by another person.	
Org Name Chg Alert #343	The name on this organization has been changed by <user ID>.						This alert notifies RD workers who are assigned to Home Details that the organization name has been changed by another person.	
Allegation Finding Alert #344	<ARP Name> <has or has not> been placed on Central Register with a finding of <Allegation Finding>. Entered on Intake # <Intake Number>						This alert notifies RD workers who are assigned to Service Approvals that an allegation finding has been entered on either a CPS or APS intake and that finding will or will not place the perpetrator on the Central Register. Review to determine if the facility type needs to be placed on hold.	



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Removed from CR Alert #345	<ARP NAME> has been removed from Central Register due to <expungement reason> entered in Intake #<Intake number>						This alert notifies RD workers who are assigned to Service Approvals that a person was removed from the Central Register.	
Facility Type Added Alert #346	The facility type of, ~facility type name~, was added to ~Org Name~, ID#~Org ID~, by ~ Logon ID~.						This alert notifies RD workers who are assigned to Home Details that a new facility type was added by another worker.	
Findings Removed Alert #347	Intake # ~intake number~ for ~OPI~ was reopened and findings were removed. Check Intake for current situation.						This alert notifies RD workers who are assigned to Service Approvals that Findings have been removed from this intake. Check the intake for more information.	
Findings Removed Alert #348	Intake # ~intake number~ for ~OPI~ was reopened and findings were removed. Check Intake for current situation.						This alert notifies RD workers who are assigned to Home Details that Findings have been removed from this intake. Check the intake for more information	

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Suitability Assmnt Alert #401	A SDM Assessment of Placement Safety and Suitability has been created for {Org Name}, ID # ~.						This alert notifies the RD Worker(s) assigned to the Home Details when an Organization is associated to an SDM Assessment of Placement Safety and Suitability.	All workers assigned to Org Home Details.
<b>SDX</b>	<b>State Data Exchange (SSI)</b>							
SSI Claim Denied Alert #322	See SDX interface for information relating to the current eligibility status. Review eligibility.	X		X	X		This alert is created for all SSW's who have this person Active, Pending, Premium Due to Spenddown in any program case. This notifies the worker that an SSI claim for the person has been denied. See SDX for the denial reason.	
<b>SAUTH</b>	<b>Service Authorization</b>							

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Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
Service Auth Closed Alert #2	Svc Auth for [Service Type Short Name] was either closed, or if scheduled to begin in the future, deleted. As of [Program Service Type End Date] [Program Short Decode] no longer covers the service.						Alert is created in batch as part of the downstream actions that occur whenever a Program Service Type is closed. The alert goes to the worker assigned to the Program Case advising that related Service Authorizations were closed because of the PST closure.	
Service Auth Closed Alert #4	[Organization Name] Provider Appr ended [APS History End Date]. Svc Auth for [Service Type Short Name] was either closed, or if scheduled to begin in the future, deleted.						This alert is tied to the Provider Detail End Date. When a Provider Detail closes or a Service Approval expire/closes, all Service Authorizations associated to the provider(s) are closed in a batch process. This alert notifies the responsible Program Case worker.	
Service Auth Warning Alert #5	[Organization Name] provider agreement to provide [Short Service Type Name] may close; this could impact the Service Authorization.						This alert is generated when the user selects the Service Auth Warning action. The alert is sent to any Program Case worker responsible for a Service Authorization associated to the Provider.	

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Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
Service Auth Closed Alert #8	Svc Auth for [Service Type Short Name] was either closed, or if scheduled to begin in the future, deleted. As of [Service Type End Date] HHS no longer covers the service.						Alert is created in batch as part of the downstream actions that occur whenever a Service Type is closed. The alert goes to the worker assigned to the Program Case advising that related Service Authorizations were closed because of the ST closure.	
Provider Rate Change Alert #22	[Provider Organization Name] has a new rate for [Service Type Name]. Please view new rate and update any affected service authorizations.	X			X		Alert notifies the Program Case Position Assignment worker when a Provider's rate change affects one of the Program Case Service Authorizations.	
Zero Remaining Units Alert #76	Service Authorization for [Name]'s [Service Type Short Name] [Provider Organization Name] is open and has no remaining units.						Alert will be generated when the Service Authorization is to a Provider, the Authorization End Date is in the future and the Authorization is out of units. The alert runs the first of the month. It should run when the Service Authorization End Date is within a 30 to 60 day range.	

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Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
Service Auth Closed Alert #229	S. A. #[Service Authorization Number] for [Client Name] receiving [Service Name] from [Organization Name], ID#[Organization ID Number] will end [Service Authorization End Date]. Determine if this serv should be reauthorized.						Alert will be sent only if the Service Authorization has an association to an Org - e.g. its an Authorization to a Provider. This alert is generated on the first working day of the month. And will be 30-60 days prior to the Service Authorization Expiration Date.	Worker(s) assigned to the program case.
Zero Remaining Units #232	Service Authorization for [ARP Name]'s [Service Type Short Name] is open and has no remaining units.						Alert will be generated when the Service Authorization Type is to 'HHSS Staff', the Authorization End Date is in the future and the Authorization is out of units. The alert runs the first of the month. It should run when the Service Authorization End Date is within a 30 to 60 day range.	

<b>ALERT TYPE</b>	<b>ALERT MESSAGE</b>	<b>ALERT FOR UC</b>	<b>WORK TASK CREATED</b>				<b>HELP TEXT</b>	<b>ALERT RECIPIENT</b>
<b>Short Description</b>			<b>Priority Work Task</b>	<b>Case Pending</b>	<b>Case Open</b>	<b>Case Closed</b>		
Service Auth Closed Alert #233	[Program Short Decode] Auth #[Service Auth #] for [ARP First Name] for [Service Type Short Name] ends [Service Authorization End Date]. Reauthorize if appropriate.						Warns the user that a Service Authorization is going to expire. It will be generated for Service Authorizations that are not associated with an Organization - e.g. Auth Type 'HHSS Staff'. The alert will generate the first of the month. It should run when the Service Authorization End Date is within a 30 to 60 day range.	
<b>SDX</b>	<b>State Data Exchange (SSI Information)</b>							
	Changes in income or expenses are sent with the Consolidated Alert #259 (see INTFC Alerts)	X						

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Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
Client State Change Alert #34	SDX File shows client moved out of State. Review Nebraska eligibility.	X		X	X		The alert generates if a SDX record is received with a transaction cod of '05' (individual moved to another state). This is misleading because the SDX record itself shows the 05 transaction but does not update the actual address information.	
Death Date Record Alert #41	Record received with client death date. Review client status.	X		X	X		A death record was received, take necessary action. Request a SVES to initiate the date of death display on the interface windows.	
Out of State SSI Rec Alert #50	SSI record shows client's state code as another state on SSA file. Worker entry of Federal Benefit Rate required.	X		X	X		An SDX record was received for this person and the state of residence on the SSI database is not Nebraska. Check the client's residence. If the client is residing in Nebraska and SSI Federal Benefit Rate income is needed for AABD/MED budget, it will need to be manually entered. SSI-FBR income cannot be calculated from SDX records where the state of residence is another state.	
SEW	State Employment Wage Data Interface							

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Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
New Record Received Alert #0091	New record received for quarter [Date] to [Date] from [Employer].	X					Employment Record from the Dept. of Labor received indicates New Employment record received. <b>This information is considered a lead and must be verified by paystubs from the client or with the employer.</b>	
Wage Info Received Alert #0092	Wage information received for quarter [Date] to [Date] from [Employer].	X					Wage Record received from Dept. of Labor indicating quarterly wages. <b>This information is considered a lead and must be verified by paystubs from the client or with the employer.</b>	
Wage Amount Changed Alert #0093	Wage amount changed [Old ] to [New] for quarter [Date] to [Date] from [Employer].	X					Wage Record received from Dept. of Labor indicating a change to previously sent quarterly wages. <b>In the case of an incorrect match and a record deletion, there will be a "D" at the left of the date indicating the deletion of the match from the Department of Labor's files. This information is considered a lead and must be verified through paystubs from the client or with the employer.</b>	
New Employer Info Alert #0094	New employer information/wage received for quarter [Date] to [Date] from [Employer].	X					Dept. of Labor record received indicating client has a New Employer. <b>This information is considered a lead and must be verified by paystubs from the client or with the employer.</b>	



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DOD Quarterly Wage Alert #280	Quarterly wage data is being reported for <NAME>, <SSN> who has a DOD status of <DOD Code>. \$<> for <quarter>quarter of <year>	X					This information comes from the NDNH Interface that CHARTS receives. Only persons in an ADC case who are also either a CP or NCP in a CSE case will receive matches. The information provides a lead that quarterly wage data was reported by the Dept. of Defense.	
Out of State Quarterly Wages Alert #282	Out of State wage information was received for <ARP>. See narrative "Employment Lead" for information on this employer.	X					This information comes from the NDNH interface that CHARTS receives. Only persons in an ADC case who are also either a CP or NCP in a CSE case will receive matches. This information provides a lead that quarterly wage data was reported by an employer through another state's directory of new hire. An automated narrative will be created for this information so all data on the employer can be displayed.	
SVES	State Verification for Eligibility Systems							

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Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
Name Mismatch Alert #0042	Name does not match SSA files. Check for data entry error or with client. Refer to SSA if necessary.	X					The SSN that was submitted from N-FOCUS matches an SSN on the SSA database, but the submitted name does not match the name associated with the SSN. This may be a true name mismatch, i.e. SSA has a maiden name and N-FOCUS has the married name. But, it may also mean that the SSN submitted does not belong to the N-FOCUS client. If the problem appears to be a name mismatch, either correct the name on N-FOCUS or refer the client to the local SSA office to get the SSA record corrected. If there is no obvious problem with the name, then check to see that the SSN submitted actually belongs to the client.	
Birth Date Mismatch Alert #0043	SSN and name match, but Birth Date does not. The Birth Date on Numident file is [Date]. Correct Birth Date or refer client to SSA if necessary.	X					The SSN and name submitted matches an SSN and name on the SSA database, but the submitted date of birth did not match. The date of birth from the SSA database is shown in the Alert text. Correct the date of birth in N-FOCUS. If the N-FOCUS date of birth is correct and has been verified and the SSA supplied date of birth is erroneous, refer the client to the local SSA office to get the SSA record corrected.	

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SSN Not In File Alert #44	SSN not in SSA file. Check SSN for data entry error or with client. Refer client to SSA if necessary.	X					The SSN submitted from N-FOCUS does not match an SSN on the SSA database. Check the N-FOCUS SSN and correct if it was entered incorrectly. If the SSN in N-FOCUS appears to be correct, check to see if the client provided the wrong number. If the client indicates the SSN is correct as provided refer them to the local Social Security office.	
Out of State SSI Rec Alert #50	SSI record shows Client's state code as another state on SSA file. Worker entry of Federal Benefit Rate required	X		X	X		An SDX record was received for this person and the state of residence on the SSI database is not Nebraska. Check the client's residence. If the client is residing in Nebraska and SSI Federal Benefit Rate income is needed for AABD/MED budget, it will need to be manually entered. SSI-FPR income cannot be calculated from SDX records where the state of residence is another state.	
Citizenship Not Verified Alert #384	SSN is verified. The Citizenship was not verified for this SSN. Send Verification Letter to client to obtain documentation.	X		X	X		The SSN submitted from N-FOCUS was verified but does not match a Citizenship record on the SVES database. Send the Verification Letter to the client for documentation regarding Citizenship.	

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Ctnshp Not Verified Alert #385	The Citizenship was not verified for this SSN. SSN is verified but there is indication of Death. Send Verification Letter to client to obtain documentation.	X		X	X		The SSN submitted from N-FOCUS was verified but does not match a Citizenship record on the SVES database. SSA indicated that this SSN/ARP is Deceased. Need to verify if client is indeed deceased. If not, send the Verification Letter to the client for documentation regarding Citizenship and tell client to visit their local Social Security office regarding the deceased record.	
Ctnshp Discrepancy Alert #397	SVES Citizenship response indicated that this person is NOT a US Citizen. NFOCUS data reflects the opposite. Verify the info and update the Citizenship/Immigration if necessary.	X		X	X		SSA states that the ARP submitted from N-FOCUS was found to NOT be a US Citizen on the SVES database. The data on N-FOCUS states the opposite. Need to verify this data. If the research shows that the person is a US Citizen, have the client contact their local SSA office.	
Ctnshp Discrepancy Alert #396	SVES Citizenship response indicated that this person IS a US Citizen. NFOCUS data reflects the opposite. Verify the info and update the Citizenship/Immigration if necessary.	X		X	X		SSA states that the ARP submitted from N-FOCUS was found to be a Verified US Citizen on the SVES database. The data on N-FOCUS states the opposite. Need to verify this data. If the research shows that the person still is not a citizen, have the client contact their local SSA office.	

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ALERT TYPE	ALERT MESSAGE	ALERT FOR UC	WORK TASK CREATED				HELP TEXT	ALERT RECIPIENT
Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
Send CHARTS Referral Alert #260	A CHARTS Referral is required on this case as there is at least one absent parent. Create a separate automated referral for each absent parent and send to CHARTS."	X	X		X		This alert is created from the eligibility decision date. If a program case needs to be referred for child support enforcement a referral must be made to CHARTS within 2 days from the eligibility decision date. The program cases scoped in on this alert are ADC and AABD,. If there is at least one parent who is a Master Case Person, but is Out of the Household or is not listed in the Master Case, an alert will be created.	
Mil/Civilian Pay Alert #326	The PARIS Interface shows ~ARP NAME~ has ~Earned/Unearned~ income from ~Record Type~. Amount is \$~amount~	X		X	X		This alert is created when a client is in Active, Spenddown, Pending, or Premium Due status in any program case. The alert comes from the PARIS (Public Assistance Reporting Information System) interface when there is Military or Civilian Pay from the Dept. of Defense. This includes reserve or retirement income. This is considered a lead only.	
Verification Due Alert #340	Verification is due on checklist that was sent to <notice person>	X			X		This alert is created to SSW's who are assigned to ADC, AABD, FSP or CC cases. When the Verification Checklist is created for one or more of these programs, an alert is created 10 days later to let the worker know the verification is due. Case action may need to be taken to close or deny.	

ALERT TYPE	ALERT MESSAGE	ALERT FOR UC	WORK TASK CREATED				HELP TEXT	ALERT RECIPIENT
Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
Change Reported Alert #355	An electronic change report was completed for <change type> change. <last name>, <first name> is in <program cases>. Take necessary action.	X	X	X	X		This alert is created to SSW's who are assigned to ADC, AABD, SNAP/FSP or CC cases. Check the policy rules for the time frames for acting on the change and the required verification. Send Verification Checklist if appropriate.	
Need Reason for FR Alert # 365	<Arp name> is active with an Fin Resp role. Reopen in the program case and close with the appropriate reason.	X			X		The incorrect FR reason alert is for last month. Go to Participant Actions for the prior benefit month and reopen the person in the ADC/MED case and then close them with the appropriate reason. The reason they are not being included as a participant in the case needs to be used for Federal Work Participation reporting.	
VET	Veteran Information Interface							

<b>ALERT TYPE</b>	<b>ALERT MESSAGE</b>	<b>ALERT FOR UC</b>	<b>WORK TASK CREATED</b>				<b>HELP TEXT</b>	<b>ALERT RECIPIENT</b>
<b>Short Description</b>			<b>Priority Work Task</b>	<b>Case Pending</b>	<b>Case Open</b>	<b>Case Closed</b>		
Veteran Information Alert #0245	The Veterans Administration reports that [ARP Name] has income in the combined gross amount of [Amount] , Net award amount of [Amount], and check amount of [Amount].	X			X		The check amount is the net award amount, after deductions, paid to the payee for the month immediately preceding the payment. If there is an adjustment to the net award amount, the check amount will be adjusted proportional to the effective date of the adjustment. For example, if the net award is decreased from \$300 per month to \$200 per month effective August 15, the amount of the September 1 check will be \$250.	
<b>VSTAT</b>	<b>Vital Statistics Interface</b>							



ALERT TYPE	ALERT MESSAGE	ALERT FOR UC	WORK TASK CREATED				HELP TEXT	ALERT RECIPIENT
Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
Birth Certificate Alert #0240	BIRTH - Mthr: [Birth Mother's Name] DOB: [Birth Mother's Date of Birth] B Cert#: [Birth Certificate Number BORN: [Child's Name] DOB: [Child's Date of Birth] SEX: [Child's Sex] POB: [Child's Place of Birth] SSN: ['Requested' or 'Blank']	X			X		'Requested' indicates the parent requested the Birth Certificate Information via the hospital. 'Blank' indicates that (A) the parent opted not to request the Birth Certificate information via the hospital; or, (B) the child was not born in a hospital; or, (C) the child was delivered by a midwife. If mom's SSN as reported by the hospital does not match N-FOCUS, an alert is not created. We have found that mom or the hospital will sometimes transpose numbers in the SSN causing a mismatch and no alert would therefore be created. If the mom's SSN doesn't match for the birth alert it will likely not match for the SSN alert.	
SSN Update Alert #0241	SSN - MTHR: [Mother's Name] B CERT#: [Birth Certificate Number] BORN: [Child's Name] DOB: [Child's Date of Birth] SEX: [Child's Sex] POB: [Child's Place of Birth] SSN: [Child's Social Security Number]	X					The purpose of this alert is to let the worker know that an SSN has been assigned.	

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Death Verified Alert #0242	Death confirmed. Death Certificate # [cert. #] for [Name] DOB [DOB], DOD [DOD]	X		X	X		If the worker gets this alert but the Date of Death has already been entered, there are program case(s) that still reflect the deceased as an active participant. Close the participant out of the program case(s) and/or close out the program case(s) where the client is the only participant in the program case. This alert will occur when Vital Statistics has matched the SSN/NAME/DOB and the death is considered verified.	
Verify Death Alert #0263	Need to verify death. Death Certificate # [cert. #] for [Name] DOB [DOB], DOD [DOD] matched file on [matched criteria]	X		X	X		If the worker gets this alert but the Date of Death has already been entered, there are program case(s) that still reflect the deceased as an active participant. Close the participant out of the program case(s) and/or close out the program case(s) where the client is the only participant in the program case. Since this alert shows the matched criteria (SSN Only, SSN/DOB, or SSN/NAME), further research may be needed to confirm that this is the same person as the participant in the program case.	

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Verified Marriage Alert #0261	Marriage verified (Cert. #[cert.#]) to [Name] ([SSN], DOB [DOB]) in [County] Cnty, City of [City] on [date of marriage]. [MC#]	X		X	X		A marriage has been verified (matched on SSN, Name and DOB of our client) to person indicated in the alert. The alert gives the new spouse's name, SSN and DOB as well as the county, city and date of marriage. If the new spouse is active in another N-FOCUS master case the master case number will be given at the end of the alert. Redetermine eligibility as necessary by program policy.	
Marriage Lead Alert #0262	Need to verify: Marriage Cert. #[cert. #] to [Name] ([SSN], DOB [DOB]) in [County] Cnty, City of [City] on [date of marriage]. Matched: [matched on] [MC#]	X					This is not a verified marriage. The file received from Vital Statistics matched our client by SSN and Name or, SSN and DOB or, SSN Only. The alert gives the possible new spouse's name, SSN and DOB as well as the county, city and date of marriage. If the new spouse is active in another N-FOCUS master case the master case number will be given at the end of the alert. You will also know what identifier the file matched on. Redetermine eligibility as necessary by program policy.	

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Short Description			Priority Work Task	Case Pending	Case Open	Case Closed		
Divorce/ Annul Lead Alert #0319	Verify if this is the correct person. Vital Statistics matched on ~SSN Only, SSN/Name or SSN/DOB~. Divorce/Annulment Cert # ~certificate number~ divorced from ~name~ in ~Dissolution County~County on ~Dissolution Date~	X					This is not a verified divorce or annulment. The file received from Vital Statistics matched our client by SSN and Name or SSN and DOB or SSN Only. Verify if this is the correct person	
Divorce Verified Alert #0320	Divorce Verified. Divorce/Annulment Cert. #~certificate number~ divorced from ~name~ in ~Dissolution County~ county on ~Dissolution Date~.	X					A divorce or annulment has been verified. Redetermine eligibility as necessary by program policy.	
Vital Stats Verif Alert #0327	The ~birth, death, marriage, divorce~ information has been verified for ~ARP NAME~ through a check of the Vital Statistics System. See VS Interface for information.	X					A request for verification was submitted via the Vital Statistics Request function. This information was verified by Central Office staff. You can view information by selecting the VS Interface for this person.	

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Out of State Request Alert #0338	The out of state certificate request has not yet been mailed to the other state. Submit ASD-46 along with the printed paper copy or other requested paper documentation.						An ASD-46 and printed copy of the out of state request is required when submitting these to another state. Some states also require some additional forms or other information. All of this paper documentation is needed before the request can be sent to the other state. This alert notifies the worker that the request has not yet been sent as the required paperwork is missing. If this has been sent, contact Central Office. If it hasn't yet been sent, please forward the required information as soon as possible. No out of state requests can be sent without the ASD-46.	
SSN System Update Alert #0350	An SSN for <ARP NAME> with DOB <date of birth> was found on the Vital Statistics birth records and has been updated on the Person Detail window.	X					No action is needed. These alerts are created once a month when the system checks to see if an SSN was sent from the Vital Statistics interface which matches a person on NFOCUS who does not have an SSN. The SSN is automatically updated.	

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No SSN Alert #0351	<ARP Name> does not have an SSN and has a DOB over 90 days old. Please obtain an SSN for this person.	X					A SSN may be available to this person through CHARTS or some other interfaces. If no SSN can be found, the person may need to apply for one and the SSN provided to the worker. Check with the program policies regarding a person without an SSN.	
<b>WRKR</b>	<b>Worker Initiated Alert</b>							
Alert #9998							Free form text entered by the worker.	Workers assigned to the program case. This worker alert does not create a work task for UC.
Alert #9999		X		X	X	X	Free form text entered by the worker.	
<b>WVR</b>	<b>Waiver</b>							
Change Reported Alert #378 (this alert is for clients in DD cases)	An electronic change report was completed for (type of change). <last name> <first name> is in <type of DD program>. Take necessary action.						Check the policy rules for the time frames for acting on the change and the required verification. Send Verification Checklist or Request for Contact if appropriate.	Workers assigned to the Developmental Disabilities program case.

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<b>Short Description</b>			<b>Priority Work Task</b>	<b>Case Pending</b>	<b>Case Open</b>	<b>Case Closed</b>		
Medicaid Ends Alert #392	The Medicaid category has changed which will end the Medicaid coverage. The Waiver case is open. Close the Waiver or contact the Medicaid worker to reopen the Med case.						Due to the Medicaid category changing from a category that includes full Medicaid coverage to category that is Medicare buy in only, the client's Medicaid will be terminated. Since the Waiver case is still Active, either the Waiver case needs to close or the Medicaid case needs to be reopened.	Workers responsible for Waiver Cases